

JOB OPPORTUNITY BULLETIN



CLASSIFICATION: Staff Services Manager I
Contract and Business Services Section

POSITION NUMBER: 811-122-4800-703

LOCATION: Sacramento

BULLETIN RELEASE DATE: 12/16/2004

FINAL FILING DATE: 12/31/2004

MONTHLY SALARY: \$\$4746 - 5726

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Administrative and Program Support Services, the Staff Services Manager I (SSM I) is responsible for the effective management of a wide range of administrative and supervisory activities, including contracts, records management, procurement, health and safety, property and space management, waste prevention and recycling and telecommunications. The incumbent must be familiar with administrative principles. Practices and trends in contracts and business management services to ensure the applicable laws, regulations, policies and procedures required by the Office of Environmental Health Hazard Assessment (OEHHA) and control agencies are followed. This position directly supervises three Staff Services/Associate Governmental Program Analysts, and one Office Technician.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

WHO SHOULD APPLY: State employees currently employed in the above classification, persons with current list, transfer or reinstatement eligibility, and state employees currently identified as surplus or on the SROA list.

SUBMIT APPLICATIONS: Office of Environmental Health Hazard Assessment
1001 "I" Street, P.O. Box 4010
Sacramento, CA 95812-4010

CONTACT PERSON: Janet Rennert

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ATSS 8-473-4762

ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.

The Office of Environmental Health Hazard Assessment is an Equal Employment Opportunity Employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.